

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

CASHIER

DEFINITION:

Under general supervision, to receive, disburse and account for money; to do clerical work involved in keeping financial records; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Accepts money from the public at a public counter and issues receipts;
- Sorts and counts cash, and prepares and balances reports of receipts;
- Maintains accounts receivable files;
- Receives checks and records payments received through the mail;
- Explains the basis of charges to members of the public;
- Classifies payments received by department and follows special procedures when appropriate for a given account;
- Operates office machines such as cash registers, endorsing machines, 10-key adding machines, typewriters, and copying machines.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six months full-time experience as a cashier or teller for a municipal organization, bank, savings and loan, credit union, or other financial institution.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.